



The Carlsbad Recreation Department currently has an opening for a

Senior Recreation Leader –Teen Programs

\$12.00-\$15.00 per hour
(Depending on qualifications)

Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work and play in Carlsbad.

Position

This individual will oversee the Counselor in Training Program as well as provide support for Teen programs.

Example of Duties

Daily Duties

- A. Responsible for organizing and implementing the daily activities for the CIT program as well as future planned programs for youth ages 12-16.
 - B. Responsible for directing and supervising participants of the program, as well as part-time staff.
 - C. Responsible for maintaining and inventory of program supplies and equipment.
 - D. Responsible for establishing and maintaining relationships with parents, department staff and other key individuals including community leaders.
 - E. Responsible for maintaining records pertinent to the program.
 - F. Responsible for developing and implementing age appropriate activities and events including field trips.
 - G. Responsible for editing quarterly newsletter.
 - H. Responsible for planning and conducting fundraisers.
- Responsible for working closely with the Recreation Supervisor to ensure the success of the program through preparation, execution and evaluation of the program.

Periodic Duties

- A. Responsible for attending bi-weekly staff meetings and other meetings and trainings pertinent to program area.
- B. Responsible for supervising participants during scheduled field trips.
- C. Responsible for supervising participants during City wide special events.
Responsible for assisting in the planning, preparation and implementation of other teen programs and events.

Occasional Duties

- A. Responsible for attending workshops, conferences, and in-service training.
Responsible for assisting other staff in organizing and cleaning facility areas and equipment.

Other Duties as Assigned

Qualifications

1. Must be able to relate positively with youth ages 12-16.
2. Must have prior experience supervising at least one staff person.
3. Must be able to communicate effectively with adults of varied backgrounds and experience. *Bilingual Encouraged (Spanish)*
4. Must be in excellent health.
5. Must have a high school diploma or G.E.D. equivalent.
6. Must have at least one year paid experience working in a teen program or other related field.
7. Must have a valid California Driver's License.
8. Negative TB test required prior to employment start date.
9. CPR/First Aid Certification or willing to obtain within 30 days of hire.

Special Conditions

Total work hours may not exceed 999 hours per fiscal year, July 1 to June 30. Required to attend mandatory meeting/training sessions. Uniforms will be provided and must be worn.

Work Schedule

This position involves a tentative schedule of M-F 2:30pm-6:30pm from September-June. Some night, weekend work may be required.

Application and Selection Procedure

CLOSING DATE: Open until filled

Application form may be obtained from and submitted to:

**Harding Street Community Center
ATTN: Bonnie Elliott, Recreation Area Manager
3096 Harding Street
Carlsbad, California 92008
(760) 602-7515**

Most qualified applicants will be invited to continue in the selection process.

Appointments are contingent upon successful completion of a fingerprint records check and verification of State of California negative tuberculosis test requirement and of United States citizenship or legal employment authorization.

The City of Carlsbad encourages qualified individuals with disabilities to apply. Persons who will require special accommodation in order to participate in any portion of the application, testing or interview process must advise the City's Human Resources Department five (5) working days prior to the requested accommodation.

Successful applicants will be offered employment on an hourly basis only. Hourly employment with the City of Carlsbad may be discontinued at any time without cause, notice or right of appeal or hearing.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.



WE CREATE COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS